

ACCOUNTING

USE THIS CATEGORY FOR ANY ACCOUNTING OR LEGAL EXPENSES

- Tax Prep fees
- Monthly accounting fees
- Accounting or tax software costs
- Payroll processing
- Legal fees related to the business (not citations or fines, they are not deductible)
- Attorney fees
- Pre-paid legal
- Contract fees

COMMUNICATION

USE THIS CATEGORY FOR ANY COMMUNICATION COSTS

- Cell Phone
- Office phone
- Satellite radio
- Internet fees (air card charges, wifi subscriptions)
- Fax charges
- Phone cards

FEES

USE THIS CATEGORY FOR ANY FEES

- ATM fees
- Comcheck fees
- Bank fees
- Money order fees
- Broker fees or commissions

FUEL

USE THIS CATEGORY FOR ANY FUEL RELATED COSTS

- Fuel
- Fuel Additives

INSURANCE

USE THIS CATEGORY FOR ANY INSURANCE COSTS

- Primary liability
- Cargo insurance
- Physical damage insurance

INSURANCE (CONTINUED)

- NTL (non-trucking liability)
- Bobtail insurance.
- Deadhead insurance
- Workers comp
- Work accident
- Health insurance
- Disability insurance

INTEREST

USE THIS CATEGORY FOR ANY BUSINESS RELATED INTEREST COSTS

- Credit card interest (used for business)
- Equipment loan interest (truck, trailer, apu, etc.)
- Business loan interest

LOADING

USE THIS CATEGORY FOR ANY LUMPER FEES

- Loading
- Unloading
- Dock fees

MAINTENANCE

USE THIS CATEGORY FOR ANY MAINTENANCE OR REPAIR COSTS

- Repairs
- Maintenance
- Truck washes
- Towing
- Tires
- Oil changes
- Oil analysis
- Parts
- Cost of maintaining guard dog

OFFICE

USE THIS CATEGORY FOR ANY OFFICE EXPENSES

- Office supplies
- Paper

OFFICE (CONTINUED)

- Ink cartridges
- Software
- Office machines
- Online subscriptions
- Education: Seminars
- Business related books (audiobooks, DVD's)
- Postage
- Shipping charges
- PO Box
- Printing (business cards, invoices. Letterhead etc.)

PHYSICALS

USE THIS CATEGORY FOR ANY BUSINESS MEDICAL COSTS

NOTE = Do not put personal medical costs here they are not deductible as a business expense

- DOT Physicals
- Drug tests
- Sleep apnea testing or related costs
- Drug consortium costs

RENT / LEASE

USE THIS CATEGORY FOR ANY RENTAL FEES

- Truck rent
- Trailer rent
- Storage costs
- Tool and equipment rental
- Office rental
- Garage rental

SCALES

USE THIS CATEGORY FOR ANY SCALE FEES

- Scale tickets
- PrePass fees

SUPPLIES

USE THIS CATEGORY FOR ANY MISC STUFF

- Hardware, nuts, bolts, etc
- Building materials

SUPPLIES (CONTINUED)

- Cleaning supplies
- Small tools
- Expendables

TAX / LICENSE

USE THIS CATEGORY FOR ALL BUSINESS TAXES.

NOTE = Do not put in quarterly estimated tax payments or any other federal income tax payments (they are not tax deductible)

- Base plate
- HVUT (2290)
- Permits
- Fuel Tax
- CDL fees
- Mileage tax
- Business related Ad Valorem tax
- Oversize/Overweight Permits

TOLLS / PARKING

USE THIS CATEGORY FOR ANY TOLLS

- Toll tickets
- EzPass, PikePass, etc (any toll related services)
- Parking fees

TRAVEL

USE THIS CATEGORY FOR ANY TRAVEL RELATED COSTS

- Hotel / Lodging
- Rental car
- Showers
- Airfare (business related)
- Ferry
- Idleair / Shorepower

No receipts are required for travel expenses under \$75 each with one exception: lodging. You must have a receipt for all lodging expenses. This means that you can keep a written or computer log instead of receipts for travel expenses under \$75, showers, laundry, coin operate truck washes etc.

UNIFORMS

USE THIS CATEGORY FOR ANY UNIFORM COSTS

- Monogram or logo shirts
- Gloves
- Work boots
- Coveralls
- Rain Gear
- Safety Vest, goggles, hard hat
- Laundry

WAGES

USE THIS CATEGORY FOR PAYROLL

NOTE = This is not for your personal wages, only wages you pay to someone else

- Drivers
- Office personnel
- Sales people

OTHER NOTES / CLARIFICATION

When Are Entertainment Expenses Deductible?
(you cannot deduct costs of entertaining yourself)
There must be a customer or potential customer involved.

GENERAL RULE

- You can deduct ordinary and necessary expenses to entertain a client, customer, or employee if the expenses meet the directly-related test or the associated test.

DEFINITIONS

- Entertainment includes any activity generally considered to provide entertainment, amusement, or recreation, and includes meals provided to a customer or client.
- An ordinary expense is one that is common and accepted in your trade or business. A necessary expense is one that is helpful and appropriate.

TESTS TO BE MET

DIRECTLY-RELATED TEST

Entertainment took place in a clear business setting, or

Main purpose of entertainment was the active conduct of business, and

You did engage in business with the person during the entertainment period, and

You had more than a general expectation of getting income or some other specific business benefit.

ASSOCIATED TEST

Entertainment is associated with your trade or business, and

Entertainment is directly before or after a substantial business discussion.